

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is beginning level police work in the protection of life and property through the enforcement of laws and ordinances.

Work involves the responsibility for performing routine police assignments which are received from police officers of superior rank. Work normally consists of routine patrol, preliminary investigation, and traffic regulation and investigation duties in a designated area on an assigned shift which may be performed in cruiser cars, motorcycles, or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Assignments are general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussion.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Patrols a designated area of the city on foot, on a motorcycle, or in a radio cruiser to preserve law and order, to prevent and discover the commission of crime, and to enforce traffic and parking regulations.

Answers calls and complaints involving fire, automobile accidents, robberies, and other misdemeanors and felonies.

At scene of crime, administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court.

Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.

Checks parking meters for overtime parking violations and issues traffic tickets, directs traffic at intersections; participates in escorting funerals and housemovers.

Conducts accident investigations providing first aid for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers, witnesses; examines vehicles and roadways observing traffic control devices and obstruction to view; takes necessary street measurements; clears the scene of obstructions and wreckage.

Escorts prisoners to and from court; insures that prisoners are properly guarded; supervises trustees washing cars and cleaning buildings.

Performs related work as required.

QUALIFICATION REQUIREMENTS

All requirements must be met at the close of applications

1. Age requirement: Must have reached his/her eighteenth (18) birthday.
2. Education requirement: Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.
3. Physical requirement: After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
4. Attach copies of the following documents to the application:
 - A) birth certificate
 - B) driver's license
 - C) high school diploma, certificate equivalent to a high school diploma or a GED.

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